

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 45-5

LI 45-5  
LOGISTICS  
Revised 15 March 1974  
Nc/ 1476

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SUBJECT: Procurement and Distribution of Technical Reference Material

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1. PURPOSE

This instruction establishes the procedures for acquisition, distribution, and disposal of logistical reference publications.

2. GENERAL

Responsibility for the effective management, acquisition and distribution of required publications is assigned to the Executive Officer, Office of Logistics (EO/OL). The handling of publications and distribution of material received will be effected through the Records and Services Branch (R&SB), EO/OL. ~~Room 1027~~ Ames Center Building (entrance through Room 1026) has been set aside for storage of any library-type material. However, this is not a centrally managed library, and each element is responsible for management of material under their cognizance which is placed in the OL Reference Room.

3. RESPONSIBILITIES PERTAINING TO LIBRARY MATERIAL *TECHNICAL REFERENCE MATERIAL*

a. All personnel using library material are responsible for:

- (1) Signing the roster each time they use the material.
- (2) Signing out for, and returning, reference material from the Reference Room.
- (3) The general order and care of files used in the Reference Room.

a-b. Supply Division is responsible for:

Updating Federal Identification Guide (FIG) and Defense Logistics Services Center (DLSC) manuals as new material is received.

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b. Procurement Division is responsible for:

- 3 copies  
1 to OF, bal to  
PD  
3 copies, PMS,  
PD, bal to subject*
- (1) Maintaining and updating Federal Supply Schedule files.
  - (2) Maintaining and updating the Federal Procurement Regulations and the Federal Property Management Regulations.

*(?)  
PMS*

4. RESPONSIBILITIES PERTAINING TO PUBLICATIONS ACQUISITION

a. OL Division and Staff Chiefs will:

- (1) Validate requirements for publications needed for retention by components under their jurisdiction. Authority for validation may be delegated to a senior official at the GS-15 or higher grade level.
- (2) Assure that personnel in their area of responsibility follow the procedures outlined in paragraph 3 above.
- (3) Assure that requests for data on commercial equipment are compatible with the sterility requirements to be placed on the eventual procurement transaction.
- (4) Each year carefully review and revalidate the standing requests for publication acquisition. This revalidated list will be forwarded to the EO/OL by <sup>13 June</sup> 31 December annotated with additions, deletions, or new distribution for appropriate action through Central Reference Service (CRS), DDI, to implement acquisition of publications.
- (5) For acquisition of publications, Form 1395 or Form 2816 (used to request military documents) should be filled out, listing the requestor by name and/or unit designation on the requestor line (~~not the OL Reference Room~~) and authorized by an appropriate official. The form should be noted to indicate if the request is for a one-time distribution or if it is of a continuing nature. The form will be routed through R&SB/EO/OL to update records.

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b. The Chief, R&SB, is responsible for:

- (1) Review of all OL requests for procurement of publications to eliminate duplication and update the master list of publications received by OL.
- (2) Forward publication requests to CRS/DDI for action.
- (3) Periodically request reports from CRS of OL expenditures in order to advise the EO/OL and to stay within the guidelines established by CRS.

5. DISPOSAL OF PUBLICATIONS

R&SB personnel will review mail, catalogs, and brochures received by the OL Reference Room and forward requested material to the interested division or staff. Material not specifically requested will be placed on a table in the Reference Room for review and use of all employees for a period of 1 week. If unclaimed, this material will be destroyed.

  
FRANCIS J. VAN DAMM  
Director of Logistics

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Emm...</i>	2 DEC 1978	<i>elt</i>
2			
3	<i>Mr. Malen...</i>		
4			
5			
6	<i>OK/Reg</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>...</i>			
UNCLASSIFIED		CONFIDENTIAL	

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STATINTL

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TO:		DATE
ROOM NO.		11/01/75
BUILDING		
REMARKS:		
<p>Re paragraph 3 b, after discussions with [REDACTED] on Fed Supply Schedule I think it would be wise to leave there with PD. SMB is not in a position to use the FSS effectively. If you concur, I will have Genny publish this as is.</p>		
FROM:		EXTENSION
ROOM NO.		
BUILDING		

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MEMORANDUM FOR *Bill*  
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I would like to update the  
attached so it will be in line  
with the procedures now followed.  
Would you please give me any  
comments and pass it on to Mr  
*[redacted]* for his review.

Thanks

Jenny

11-12-75  
(DATE)

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FORM NO. 101  
1 AUG 54  
REPLACES FORM 10-101  
WHICH MAY BE USED.

STATINTL